

## Assessment of Ergonomic Habits

To begin addressing your workplace fit, ask yourself the following questions about how you work.		YES	NO
1.	Do I work with my head forward, shoulders rounded, and back curved?		
2.	Do I sit on the edge of my chair?		
3.	Do I have my feet wrapped around the chair or am I sitting on my legs?		
4.	Am I sitting too low with my keyboard or desktop too high?		
5.	Do I rest my hands on anything as I type?		
6.	Am I “pounding” the keys when only a little pressure will do?		
7.	Do I have to reach to do my everyday tasks?		
8.	Do I get up for lunch and find that I am stiff from sitting in one position for a long period of time?		
9.	Are my wrists at desk or keyboard level?		
10.	Are my feet resting on the floor?		
11.	Do I keep my wrists in a neutral position (straight, not bent or twisted)?		
12.	Do I use the chair to support my back or spine?		
13.	Are my natural back curves supported while I work?		
14.	Do I have elbowroom, i.e., my elbows are not too close or too far from my body?		
15.	If I use a mouse or other input device, such as a trackball, does it fit my hand and my fingers?		
16.	Have I learned to substitute keyboard commands versus using the mouse or trackball all the time?		
17.	Do I use broad arm strokes and engage my whole arm?		
18.	Do I review my position at my workstation?		
19.	Do I limit the weight I lift at one time?		
20.	Do I listen to my body for symptoms of pain or discomfort?		
21.	Do I take regular rest breaks?		

### Answers

Answers to questions 1 to 8 should be in the "no" column and 9 to 21 should be in the "yes" column. If there are any questions to which you gave the “wrong” answer, please note them. This will help you identify the areas you need to concentrate on in the section dealing with prevention.